Print to Post

Printing made easier with myPRINT.wa.gov

The Department of Printing (PRT) recently consolidated its Copy Centers in order to reduce costs. For customers accustomed to utilizing these centers, The Department of Printing has a new alternative: enter myPRINT!

myPRINT is an online ordering system which provides a convenient and simple way for customers to place their quick copy orders regardless of whether or not they have physical access to an existing Copy Center. myPRINT provides an easy method for job submission without having to fill out the historical A-24. Documents can be uploaded directly from any desktop, and automatically converted to a pdf. Simply select the parameters and specifications you need for your job, check the online preview, approve it, add it to your cart, and check out. Your order will go directly to the Department of Printing.

The Department of Printing continually works towards solutions to help customers work smarter, effectively, and most importantly to be more cost efficient.

Andy Schoen works with the new "myPRINT" online ordering system and will be providing customer education, hands on demonstratioins and presentatioins for clients throughout the State of Washington.

We recognize that there will always be certain types of jobs that require a person to person exchange. Multiple Copy Centers throughout Thurston County and PRT's customer service staff in the main plant in Tumwater can assist with those special projects. myPRINT is an ideal solution for tight deadline copy jobs. Besides the obvious convenience of desktop submission, myPRINT also offers an array of other features to assist with your copying needs. Order history and job status for an active job can be checked at any time. Jobs can be saved in your account to reprint later without requiring you to upload the files for a second or third time. Another useful tool in myPRINT is spending accounts. Spending accounts enable administrators to set a spending limit for a department of specific buyers.

myPRINT is a fantastic resource allowing customers the control, flexibility, and ease of use that is necessary during these times of frugal decisions and rushed deadlines. For more information, or if you would like a representative from PRT to visit your agency and demonstrate myPRINT, please contact Andy Schoen at 360-570-5540 or at andy.schoen@prt.wa.gov.

In this issue

Order your printing online.
It's as easy as 1, 2, 3...

Many office and desktop applications are supported.

1. **Upload your art files directly to our site**
2. **Follow online prompts to place order**
3. **Receive immediate order confirmation and delivery dates**

Be green ask for FSC

As we all become more informed about environmental concerns, the demand for "green" products and services increases. The Department of Printing (PRT) has a strong tradition of recycling, pollution prevention, and socially responsible purchasing. PRT is dedicated to using sustainable practices that protect the health and safety of our customers and employees, and build a better future for our children.

Using paper is one environmental concern, yet printing continues to be an important tool for government to serve citizens. While recycling paper helps, it cannot eliminate the need to harvest trees. Papermaking fibers can typically be recycled five to seven times before they become too short to be recycled again. Consumption of paper continues to grow beyond the amount of available recycled fiber. Fortunately, if treated responsibly, trees are crops, a renewable resource. How and where trees are cut and how paper pulp is processed become the important issue on which to focus.

This is why PRT is proud to be the first state printer certified by the **Forest Stewardship Council (FSC).** The FSC is a non profit organization that sets the world's most comprehensive standards for responsible forestry. They ensure that certified forests are environmentally responsible, and ensure the health and well-being of forest workers and their communities.

Now *you* can support responsible forestry practices, too. When you place orders for printing and copy jobs, be sure to request FSC paper. Find out from your Customer Service Representative if your job can be FSC certified and proudly display the FSC symbol. There's no extra fee for certification (though some non-standard FSC papers may be more expensive). When you choose FSC, you ensure that the paper used in your printed materials is harvested from responsibly managed forests ensuring the well-being of the forest ecosystem, the survival of biodiversity, and the protection of the habitat.

Call us at 360-570-5555 to learn more about FSC and other sustainable printing practices.

Effective 7/26/09, the Paper Conservation and Recycling Act (HB 2287) requires state agencies to:

- **Reduce** use of office printing and copy paper by at least 30% (FY09 baseline)
- **Recycle** 100% of all copy and printing paper
- **Use** 100% recycled-content paper
- **NOTE:** Print projects that require the use of high volume production inserters or high speed digital devices must aquire the highest recycled-content paper that can be used efficiently.

Ideas for reducing office paper use:

- Only print what you need.
- Use print preview before printing (make sure you get what you are expecting!).
- Print two-sided whenever possible (or multiple sheets to a page).
- Use e-mail to distribute information and review documents.
- Use computer projection for meeting agendas/materials when possible. If you must use handouts, print the minimum amount necessary (attendees can share, or additional copies can be made if needed).
- Scan documents and send them electronically when possible (rather than making paper copies).

New personysonnel

David Tuckett
Business Manager, Department of Printing

David Tuckett joined the Department of Printing on January 19, 2010. David started his career as a copier technician. This experience gradually led to managing offsite copy centers and co-located facilities management operations. In February 2006, he moved to the Olympia area from Oregon City. David most recently worked at the State Archives managing the document scanning and microfilm operations (which is now, for the first time ever, fully recovering its costs). He received a BA in management from George Fox University in Newberg, Oregon and graduated with a Master of Public Administration from UW, Seattle last June. He is grateful for the opportunity to lead the finance department at PRT. He lives with his wife and three children in Lacey. They spend a lot of time traveling around in their camp trailer. David also enjoys biking, hiking, and backyard astronomy.

Envelopes get sealed, records get broken

Winters are a marathon for Consolidated Mail Services (CMS) in many ways. Trucks push through the snow, vendors panic over cutoff times, and massive amounts of mail are sent. That is to say that the winter months are usually the busiest time for all sections of CMS; most noticeably in the spiking volumes of insert jobs and presort mail. Many agencies have monthly, quarterly, and annual mailings occurring simultaneously in this date range, and CMS has always stepped up to meet customer needs.

This winter CMS ran 4.5 million pieces a month through the inserting section. That's approximately 2.5 million pieces over last year. Despite the volume, CMS staff worked hard and made certain that no envelope was left behind.

Department of Printing hosts technology showcase

The Department of Printing (PRT) recently hosted its first Print Technology Showcase as part of their quarterly Customer Forum. The event gave PRT customers an opportunity to meet some of the state's print vendors and see new and innovative printing technologies up close. Samples of a variety of printing ideas were available at each vendor table and Grays Harbor Paper was on hand to talk about sustainable printing processes. Cary Seely, Sustainability Account Manager at Grays Harbor said: "It was wonderful to connect with our customers to answer any questions they had regarding sustainability and reducing their carbon footprints."

Cheryl Moore, Manager of Publications and Design Services at Labor and Industries, attended the showcase, and shared how her agency benefited from the event: "The opportunity to talk with vendors refreshed my knowledge of printing options and sparked some creative ideas. We're looking at PRT's NexPress with variable printing for a couple of projects as a direct result of the Customer Forum in January."

For more information regarding future Customer Forum events or to be added to the invitation list, please contact Laura Johnson, Customer Relations Manager at the Department of Printing at laura.johnson@prt.wa.gov.

New savings for FedEx users

Beginning in March of this year, Federal Express cut shipping costs six percent for Washington State government customers. This brings the base price of a FedEx Ground parcel traveling to another destination within Washington to just $3.27.

This is a good time to evaluate your shipping methods and potentially achieve savings. When confronted with an urgent package most people immediately assume Express service is the best way to meet the deadline. However, FedEx Ground could exceed requirements and save your agency money. FedEx Ground service offers:

- Next day delivery within Washington as well as most of Oregon and northern Idaho.
- Tracking information.
- Savings over Express services.

If you have questions about finding the best value for your shipments, call Consolidated Mail Services (CMS) Customer Service at 360-664-9507. CMS can help you see more in the FedEx logo than just the arrow between the "E" and the "x."

All about postcards

Postcards can be an efficient and cost effective way to communicate a message to customers. But what constitutes a postcard? You may be surprised to know that just because it doesn't have an envelope, does not mean it qualifies for postcard postage rates. The size, shape and thickness determine its mailing category.

The size of your postcard can make a difference in cost. Surcharges are expenses added to the postage by the United States Postal Service (USPS) when a mail piece does not meet the required dimensions for standard First-Class mail. Size and thickness of the mail piece are key to saving money.

The minimum size for a postcard is 3 1/2 inches by 5 inches and .007 inch thick, while the maximum size or thickness is 4 1/4 inches by 6 inches and .016 inch thick. A card exceeding the maximum size is mailed at the letter rate. There is also a requirement that it meet an aspect ratio. The aspect ratio is length divided by height. The aspect ratio must be between 1.3 and 2.5 to qualify for automation rates. The optimum postcard dimensions are 4 1/8 inches by 5 1/2 inches, minimizing material and postage.

The Department of Printing Customer Service Representatives can help you navigate through the specific requirements. PRT Graphic Design staff are also available to assist with designing your next postcard.

Sponsor's Corner *We need your advice*

These are transitional times for workplaces at every level. As many sectors deal with budgetary issues and staff losses, finding more efficient ways to conduct business and save money is more important than ever. This can be a deciding factor in what tasks an organization can perform, keeping customers satisfied, and even saving jobs.

Print to Post has always been a useful mechanism for the Department of Printing (PRT) and Consolidated Mail Services (CMS) to spread the ideas that can help achieve those goals. As the newsletter enters into its fourth year, PRT and CMS want to turn to the readership to see what transitions can be made in both our organizations and in the way we communicate with customers.

PRT and CMS are just as interested in improving service and decreasing costs as any other agency. As such, rather than using this space to explain a new initiative or again reiterate a mission statement, we turn the question to you. Has your agency found a way to decrease costs from information you received in Print to Post? What in Print to Post have you found most useful? What topics would be beneficial to our customers in the future?

Please take a moment to provide your feedback by participating in our online survey at http://www.surveymonkey.com/s/p2psurvey.

Thank you for your patronage.

-The Print to Post team

Ed Flasig demonstrates how the Nexpress printer operates during the Department of Printing's Customer Forum.

Dates to Remember

April 21	PRT Customer Forum
May 4	CMS Customer Training and Tour
May 9	Mother's Day
May 31	Memorial Day
June 20	Father's Day